



**COMMUNITY DEVELOPMENT**  
**P.O. Box 1609, Mammoth Lakes, CA 93546**  
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March 20, 2009

State of California Department of Housing and Community Development  
Housing Policy Department  
1800 3<sup>rd</sup> Street  
Sacramento, CA 95811-6942

HOUSING POLICY  
DEVELOPMENT, HCD  
MAR 23 2009

RE: 2008 Annual Planning Activities Report for the Town of Mammoth Lakes, California

Dear State of California Department of Housing and Community Development,

Please find enclosed the Town of Mammoth Lakes Annual Planning Activities Report for 2008.

Please do not hesitate to contact me with questions.

Sincerely,

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## **COMMUNITY DEVELOPMENT**

*P.O. Box 1609 Mammoth Lakes, CA 93546*

**DATE:** March 18, 2009

**TO:** California State Governor's Office of Planning  
and Research, and  
State of California Department of Housing and  
Community Development

**FROM:** Jen Daugherty, Associate Planner

**SUBJECT:** Annual Planning Activities Report (January 1,  
2008 – December 31, 2008)

California Government Code Sections 65400 (a) require local agencies to: "Investigate and make recommendations to the legislative body regarding reasonable and practical means for implementing the general plan...so that it will serve as an effective guide for orderly growth and development, preservation and conservation of open-space land and natural resources, and the efficient expenditure of public funds relating to the subjects addressed in the general plan." In addition, this section requires local agencies to: "Provide by April 1 of each year an annual report to the legislative body, the Office of Planning and Research, and the Department of Housing and Community Development that includes...the progress in meeting its share of regional housing needs...and local efforts to remove governmental constraints to the maintenance, improvement, and development of housing."

This report summarizes the planning activities for the Town of Mammoth Lakes from January 1, 2008 to December 31, 2008.

**TOWN OF MAMMOTH LAKES  
ANNUAL PLANNING ACTIVITIES REPORT  
January 1, 2008 – December 31, 2008**

**OVERVIEW**

**General Plan:**

On August 15, 2007, the Mammoth Lakes Town Council adopted the 2007 General Plan ("General Plan"). The General Plan did not include updates to the Housing, Parks and Recreation, and Noise elements. An update of the Housing Element (2003) began in 2008 and is anticipated to be completed in 2009. A final draft of a new Parks and Recreation Master Plan was completed in April 2008. Following an environmental review process, the draft Parks and Recreation Master Plan is anticipated to be adopted in 2009, and will replace the current Parks and Recreation Element (1990). The Noise Element (1997) is anticipated to be updated by 2012 as feasible with Town resources. In addition to working on updates for two General Plan elements, the Town has completed the following tasks during 2008, which further the goals of the General Plan.

**Conservation and Open Space Elements** – Four elements in the General Plan address conservation and open space. These elements are Arts, Culture, Heritage and Natural History; Parks, Open Space and Recreation; the Parks and Recreation Element (1990); and Resource Management and Conservation.

The *Arts, Culture, Heritage and Natural History Element* states: "It is important that arts, culture, heritage and natural history are encouraged throughout the community." The Town continues to enforce Public Arts Fee Fund and Program (Municipal Code 15.18) that develops and maintains a visual arts program for the residents and visitors of Mammoth Lakes to add to the economic viability of the community; and to enhance the environment and unique character of Mammoth Lakes by providing for the acquisition and maintenance of quality works of public art. The Town's Public Art Commission (PAC) is active in carrying out the duties of the Public Arts Fee Fund and Program.

In 2008, PAC purchased and installed stainless steel fish for the Post Office park beautification project. The PAC also purchased and installed six "Trail of the Trout" statues for display throughout Mammoth Lakes. They have commissioned for design 80 new street banners for installation spring 2009 and will be applying illustrated wraps to the Town's fleet of buses. In 2009, the PAC will begin development of an "art on the trails" project as part of beginning implementation steps of the Town's Trails System Master Plan.

The California Environmental Quality Act (CEQA) requires a cultural resources analysis for all proposed development projects. Mitigation measures are identified for each project to reduce impacts to cultural resources. The Town includes these project specific mitigation measures as conditions of approval for the project to protect cultural resources.

The *Parks, Open Space and Recreation Element* states: "Parks, open space, and our recreational opportunities in Mammoth Lakes are critical to our residents and to the success of our tourism-based economy." The Town completed a final draft of a new Parks and Recreation Master Plan that outlines the vision for developing parks and recreation within Mammoth Lakes for the next 18 years. The new Parks and Recreation Master Plan will update the Parks and Recreation Element of the General Plan (1990) and is anticipated to be adopted by the Town in 2010, following an environmental review process.

A General Plan goal is to create a Master Plan for an integrated trail system that will maintain and enhance convenient public access to public lands. The 1991 Trail System Master Plan underwent a major updating that included hard surface trails, soft-surface trails and expanded access points in 2008. The Town expanded the scope of this work to also include the Sherwin Area Trails Special Study (SATSS). The plan is scheduled for completion and adoption in 2009.

On June 3, 2008, the voters of Mammoth Lakes approved a 0.5% sales tax increase (Measure R) for the purpose of funding parks, recreation, and trails. This secured revenue stream will be used for operations, planning, administration, and construction to enhance and improve the Town's recreation facilities. The Town's Tourism and Recreation Commission will oversee the expenditures of these funds and have developed a structured application and review process that will begin in March 2009, with the first funds to be awarded in May 2009.

The passage of Measure R is a direct result of the Town's developing relationship with Mammoth Lakes Trails and Public Access (MLTPA). A local non-profit formed two years ago to ensure access to public lands, MLTPA has become a partner with the Town on many successful ventures including the update of the Trails System Master Plan, SATSS, a Lakes Basin Special Study, and the first phase of a comprehensive signage and wayfinding system for the Town's trail system. Along with the participation of the USDA Forest Service, the Town and MLTPA have formed a strong triumvirate in matters of recreation and public access for the residents and visitors of Mammoth Lakes.

In January 2008, the Town's ice rink / multi-use facility opened. A modular building for ticket sales, ice skate rentals, and bathrooms was placed on site in the fall of 2008, and a certificate of occupancy was issued for this building in November 2008.

In addition, the Town continues to collect Development Impact Fees for parkland and recreation facilities from development projects.

The *Resource Management and Conservation Element* states: "Mammoth Lakes is valued for its majestic setting, the forest and trees, the smell of the pines, wildlife, clean air and water. The goals and policies of this Element address the community of Mammoth Lakes being a leader in managing and conserving these resources." This Element's goals and policies support the preservation of Mammoth Creek, which runs through the town, by prohibiting development that does not maintain established setbacks and by continuing to manage Town-owned properties along Mammoth Creek for open space, habitat preservation and passive recreation.

The Mammoth Lakes Fire Protection District (MLFPD) in cooperation with the Town, the United States Forest Service and Valentine Reserve, continues work on projects to protect the natural resources of Mammoth Creek by removing fallen trees and brush. The MLFPD continues to work with private properties on fuels reduction projects that have been approved by the Town through tree removal permits. The Town continues to require tree removal permits to preserve the trees within the community to the maximum extent feasible. In addition, the Town adopted a new MLFPD ordinance to incorporate local amendments into the State adopted International Building Code in early 2008.

The Town continues to enforce the Water-Efficient Landscape Regulations (Municipal Code 15.36) that were adopted pursuant to the Water Conservation in Landscaping Act. These regulations require proposed development projects to submit a Landscape Documentation Package that details the total water use, landscape design plan, irrigation schedule, and a water conservation concept statement. The Landscape Documentation Package must be approved by the Town before building permits are issued.

The Town's Police Department is trained in wildlife management so they can work year-round to manage wildlife issues within the town, such as issues related bears and coyotes in an urban environment. The Town and the Police Department worked with some outside entities/individuals during 2008 to help educate and publicize wildlife management issues. The Town requires all new trash enclosures, receptacles and food storage areas to be animal resistant. The Town also devotes resources to enforcing municipal codes related to proper trash disposal.

The Town monitors air quality in coordination with the Great Basin Unified Air Pollution Control District (APCD). This monitoring effort focuses on particulate matter (PM-10), which is caused by wood burning and cinders placed on the roads to increase traction during icy conditions. When PM-10 reaches certain levels in town, “no-burn” days are called, meaning that the use of fireplaces and wood stoves are prohibited for that time period. The air quality monitoring season is November 15<sup>th</sup> to March 15<sup>th</sup>.

In addition, the California Environmental Quality Act (CEQA) requires analysis of aesthetic, air quality, biological resources, and water quality for all proposed development projects. Mitigation measures are identified for each project to reduce impacts to these resources. The Town includes these project specific mitigation measures as conditions of approval for the project to protect Mammoth Lakes’ natural resources.

**Circulation Element** – The Mobility Element addresses circulation and states, “Mammoth Lakes will be connected, accessible, uncongested and safe with emphasis on feet first, public transportation second, and car last.”

In 2008, the Town made significant progress on the preparation of the Draft Mobility Plan, which is intended to provide a comprehensive multi-modal transportation system plan that will implement the mobility goals of the General Plan. The majority of the work on the Draft Mobility Plan in 2008 focused on the update of the Town’s traffic model and other data collection. It is anticipated that the Draft Mobility Plan will be completed in 2009.

To improve regional transportation, scheduled winter air service was resumed at the Mammoth-Yosemite Airport in December 2008. This air service is expected to result in less private vehicles in Mammoth Lakes, thereby supporting transit and the General Plan’s “feet-first” goal while also providing a convenient method of transportation to and from the town for residents and visitors. To prepare for commercial air service, a runway rehabilitation project and airport terminal exterior and interior improvements were completed in 2008 (see “Airport Operations” for more information).

To promote non-motorized transportation to the Lakes Basin, the Town continued construction of the Lake Mary Bike Path project. The project is constructing a five-mile multi-use Class I bike path from Minaret Road to Horseshoe Lake and is anticipated to be completed in summer 2010. The Town started work on the construction of sidewalks in conjunction with street rehabilitation on the South Main Frontage Road from Manzanita Road to the westerly end of the frontage road and on Canyon Boulevard from Forest Trail to Canyon Lodge in 2008; the Town is currently in the final stage of design.

Through contracts with Nelson/Nygaard, consulting specialists in transit and multi-modal transportation planning, the Town was provided with additional transportation analysis for major proposed development projects including Transportation Demand Management strategies. The Town also continues to hold quarterly meetings with the California Department of Transportation (Caltrans - District 9) on various issues and proposed projects on State Route 203/Main Street.

The Town continues work on a traffic monitoring project within the town at 15 permanent locations to provide data for traffic related mitigation project implementation timing and overall traffic circulation information. A new traffic model is being prepared for the Town to provide more detailed analysis of proposed project traffic impacts and to allow for additional traffic monitoring capabilities. This traffic model is GIS based and will interface with land use trip generation in a more effective way with visual mapping to provide staff and decision makers with information that is easier to understand. The new model is anticipated to be complete in 2009 and is a key component to completing the Mobility Plan.

In addition, the Mobility Commission continued to promote the goals in the Mobility Element including working on the Draft Mobility Plan. The Town continues to collect Development Impact Fees for transit and trails from development projects.

Lastly, in consideration of the Town's Vision to de-emphasize automobile use, the Town continues to require a transit agreement from all transient development projects. The transit agreement requires the future homeowners to pay an annual payment to the Town to mitigate project impacts as required by CEQA.

**Housing Element** – A goal of the Town's Housing Element is "To ensure the provision of a variety of housing types suitable to the needs of the different social and economic segments of Mammoth Lakes' population." Town staff continues to implement the Affordable Housing Mitigation Regulations of the Town (Municipal Code 17.36).

In 2008, 3 "very low", 11 "low" and 4 "above moderate" income units were constructed or acquired, for a total of 14 Deed Restricted Affordable Units. These 14 units are included in the Manzanita Apartments project, and include two 2-bedroom and twelve 3-bedroom units which are deed restricted to the household income levels identified above based upon the Area Median Income (AMI) level established by the State of California Department of Housing and Community Development for Mono County. A total of 14 new affordable housing units were made available in 2008 and a number of other units were under construction (see Housing Projects/Programs section below and Attachment 1, "Annual Element Progress Report – Housing Element Implementation" for more information).



The Housing Element update is anticipated to be completed and adopted in 2009, and will identify new goals, policies and programs to meet the Town's share of the regional affordable housing need.

**Land Use Element** – Three elements in the 2007 General Plan address land use. These elements are Land Use; Community Design; and Neighborhood and District Character.

The *Land Use Element* states: "An overarching principle of the community is to maintain the town's compact urban form, protect natural and outdoor recreation resources, and prevent sprawl." The Town has continued working on the process of "District Planning" identified in the General Plan to provide additional information on major proposed development projects concerning Population At One Time (PAOT)/density impacts, community design characteristics, mobility, community amenities, mixed-use possibilities, a greater geographic area (area of influence) and other topics.

In April 2008, the Mammoth Lakes Town Council revised the District Planning policy. In 2008, Town Council also accepted the District Plans for the Clearwater project (North Old Mammoth Road District) and the Snowcreek VIII project (Snowcreek District). District Planning continues for the Mammoth Crossings project (North Village District), the Sherwins project (East Open Space Stream Corridor District), and the Hidden Creek Crossing project (Shady Rest District). It is anticipated that District Planning for the North Village District and East Open Space Stream Corridor District will be completed in 2009.

Land Use Element Policy L.1.A states, "Limit total peak population of permanent and seasonal residents and visitors to 52,000 people." In November of 2008, the Town Council appointed an Ad Hoc Committee to address issues and make recommendations to Town Council related to buildout population tracking and modeling and the impacts associated with population growth. The Committee is expected to finalize its work and provide policy recommendations to the Town Council for adoption in early 2009.

The Land Use Element also requires that community benefits such as enhancing tourism, community, and environmental objectives of the Town be achieved in order to grant density bonuses for hotel, motel and transient lodging projects. This requirement is anticipated to result in the provision of amenities and services that are needed not only for the additional density, but also for the existing residents and visitors of Mammoth Lakes.

The *Community Design Element* states: "Our community is set within the forest; trees and the natural landscape are prominent and create a sense of scale and strong aesthetic." To implement the policies and actions of the Element, the Town continues to retain an Advisory Design Panel (ADP) that

reviews the site design, building massing and architecture of proposed development projects in Mammoth Lakes. In addition, the Town continues to implement and revisit the Town's Design Guidelines to achieve desired community design through project review or the entitlement process. The District Planning process, described above, is also analyzing community design components of projects such as streetscape, public spaces, and views.

The *Neighborhood and District Character Element* states: "To enhance the unique character of Mammoth Lakes, development of individual sites and districts must be carefully planned...the community's overall mix and composition of land uses, housing, employment, lodging and amenities should be considered in the planning of each district." As previously stated, the process of District Planning has been initiated to facilitate the overall planning of districts. This element also identifies Special Study Areas for which studies will be prepared to aid in future planning. Special Study Areas are Mammoth Creek Corridor; Gateway; Main Street, Old Mammoth Road, and Shady Rest; Sierra Valley Sites; and the Bell-shaped Parcel. These special studies are anticipated to be prepared within the next few years as feasible with Town resources.

During 2008, the Town worked with a private developer on the design for the new Eagle Lodge, a mountain portal described in the *Neighborhood and District Character Element*. This application has since been placed on hold by the applicant.

The *Neighborhood and District Character Element* also discusses the Civic Center as part of the Gateway District and states that the Civic Center will reinforce the importance of public safety and security and civic events and functions. In 2008, the Town worked with the Administrative Office of the Courts on the design of the new Courthouse proposed on the Civic Center site. Construction of the new Courthouse is anticipated to start in 2010. The Police Station was approved on the Civic Center site in 2007, and construction is pending funding.

**Noise Element** – Noise is addressed in two elements of the General Plan. These elements are Noise (1997) and Community Design.

A goal of the Noise Element is: "To protect the citizens of the Town from the harmful and annoying effects of exposure to excessive noise." A goal of the Community Design Element is: "Enhance community character by minimizing noise." The Town continues to enforce the noise limits stated in Municipal Code 8.16 Noise Regulation. Also, the CEQA requires a noise analysis for all proposed development projects. Mitigation measures are identified for each project to reduce noise impacts. The Town includes these project specific mitigation measures as conditions of approval for the project to reduce noise impacts. The update of the Noise Element is expected to be

complete by 2012 as feasible with Town resources.

**Safety Element** – The Public Health and Safety Element states: “The community will be comfortable and safe. Facilities that are important to a livable community will be supported, provided, and encouraged.” The Town’s Municipal Code continues to allow day care facilities in residential zones to encourage adequate and high quality child care in Mammoth Lakes.

As previously stated, new Police Station was approved in 2007, which is needed to provide adequate police services and resources for the growing community of Mammoth Lakes. The Town will pursue a LEED (Leadership in Energy and Environmental Design) certification for the Police Station building. The construction of the Police Station is pending funding.

The Town continues to enforce building code requirements to minimize loss of life, injury, and property damage from snow, earthquakes, and fire. The Town also continues to work closely with the Mammoth Lakes Fire Protection District to review proposed development projects to ensure adequate emergency access and fire equipment access.

All development project applicants are required to submit a Hazardous Waste Acknowledgement Form to disclose any hazardous materials information prior to project review and approval. In addition, the Town maintains an Emergency Operations Plan (EOP) that outlines how the Town will organize to respond to emergencies within the Town’s jurisdiction.

**Economy Element** – The Economy Element is an optional Element (not required by California State Law) that states: “Mammoth Lakes’ economy is tourism-based...Mammoth Lakes’ economic sustainability is dependent upon the mountain resort, expanded employment opportunities, shoulder season and midweek occupancy, air service and many other components of the community.”

In January 2008, the Destination Resort Steering Committee (DRSC) was convened to address the importance of strengthening the community’s economy and position as a destination resort. The DSRC used information gained from an extensive community engagement process throughout 2008 to create the Community and Economic Development Strategy, which provides a more prioritized road map to achieve General Plan vision, goals and actions related to economic development. This strategy will be presented in its final format to the Town Council and community in March 2009.

In order to assist local businesses, including local artists, and special events, the Town Council created a new tax bracket of zero for all business that pay a business tax based on gross receipts. All ‘micro’ businesses with

under \$5,000 in annual gross receipts will no longer be required to pay a \$50.00 business tax. In addition, certain multi-day events will be exempt from business tax if sponsored by a non-profit, and for profit events will now pay a \$50.00 daily tax instead of a \$100.00 daily tax.

**Housing Projects/Programs:**

Mammoth Lakes Housing, Inc. (MLH) is a private, non-profit, organization that was established in 2003 by the Town of Mammoth Lakes. MLH was established for the purpose of acquiring and developing reasonably priced housing for the resident worker population of the greater Mammoth Lakes area. Additional purposes of MLH include managing and facilitating the ownership or rental of such housing and assisting and encouraging other entities in the development and acquisition of workforce housing. The Town and MLH have a working and contractual relationship to implement the affordable housing components of the Housing Element and other affordable housing objectives.

During 2008, there were two affordable housing projects in various stages of development. These are Manzanita Apartments and Phase 2 of the Aspen Village (Phase 2).

- The Manzanita Apartments were under construction in 2008. This project consists of 14 rental units located on the corner of Manzanita Road and the Main Street frontage road. There are two 2-bedroom and twelve 3-bedroom units on the site. The 14 new units will be restricted to households earning 60% or less of the AMI.
- Phase 2 of the Aspen Village project includes 24 for-sale condominium units, which are under construction. The condominium units will be restricted to affordability levels ranging from “moderate” (81% - 200% of Mono County area median income) to 200% AMI. The condominium units will complete the Aspen Village project which also includes 48 apartments that are fully occupied (Phase 1). These units are eligible to those earning 50-60% AMI.

In 2008, the Town and MLH continued to work with the property owner and developer for the Shady Rest Tract, a 25 acre parcel designated for 172 affordable housing units. Technical studies for an Environmental Impact Report (EIR) have been prepared for this project site consistent with the California Environmental Quality Act (CEQA). District Planning for this site was initiated in 2008, but was placed on hold by the applicant in spring 2008. The Town will continue work on this project’s EIR and district planning when an application is submitted.

Staff is implementing the provisions of the adopted Affordable Housing Mitigation Regulations (Municipal Code 17.36). The Affordable Housing Mitigation regulations are encouraging the development of Mixed-Use

projects that include housing above commercial developments.

During 2008, the Town collected in-lieu fees totaling \$167,197.08 (net of refunds for rescinded building permits) to be spent on affordable housing projects. The December 31, 2008 balance within the Affordable Housing Mitigation fund totaled \$440,873.78, and \$467,935.57 was expended on housing related projects. The Town Council allocated \$806,876.00 in Fiscal Year 2008-2009 from general fund revenues for workforce housing development and acquisitions.

**Grant Applications:**

In 2008, the Town and Mammoth Lakes Housing, Inc. (MLH) received a \$1.3 Million grant from the BEGIN program for homebuyer down payment assistance to income qualifying households. As of March 2009 this grant is currently on hold pending resolution of State budget issues.

**Waste Reduction Programs (AB 939):**

The passing of AB 939 required Counties/Cities to achieve a 50% reduction or diversion of solid waste from landfills by the year 2000. The California Integrated Waste Management Board (CIWMB) realized that this goal was extremely aggressive and passed an amendment giving these jurisdictions through 2005 to achieve the 50% reduction goal. The Town submitted a diversion rate of 51% to the CIWMB documenting the Town's diversion progress for 2007. The CIWMB approved this diversion rate in December 2008. The CIWMB also determined that the Town made acceptable efforts during 2005 and 2006 when lower volumes of overall waste drove the diversion percentages down in the 40% area. These efforts overall are outstanding for a community with little "green waste" or landscape debris to dispose. A lot of the diversion was obtained through increased recycling efforts, reuse of asphalt grindings for roadway repair, and sludge cover from Mammoth Community Water District (MCWD).

As part of the new franchise agreement negotiations with Mammoth Disposal, a new 16,000 square foot recycling center continues to be considered. This facility will accommodate recycling needs of the Town for the next ten to fifteen years. The Town is currently still in negotiations with its waste hauler regarding this project.

**Transit Planning:**

Town Staff has continued to run a year-round public transit system within the Town boundaries. The North Village Specific Plan includes a "central hub" transit stop and shelter structure adjacent to the Gondola Building along Canyon Boulevard. The year-round public transit system supplements the winter transit system run by Mammoth Mountain Ski Area (MMSA).

The Town previously acquired property for a transit facility in the Industrial Park. This facility was approved in 2007 and was remodeled to provide for

dispatch services, transit vehicle storage, and repair space. The Town has contracts with the Eastern Sierra Transit Authority (ESTA), a transit agency created to provide seamless public transportation services in and for the four member jurisdiction (including the Town of Mammoth Lakes) and throughout the entire Eastern Sierra region, to occupy a portion of this building as their main offices. A Short Range Transit Plan has been completed and is in the process of being adopted by all the member agencies.

A new transit study was prepared by ESTA with funding from the Local Transportation Commissions and member agencies in 2008 to evaluate and expand year round transit service for resident, workforce, and visitor needs. The Town's trolley service complements the Mammoth Mountain Ski Area transit system by operating from 6p.m. until 1a.m. Additional trolleys are added during peak periods on weekends and holidays to supplement the MMSA Red Line buses. In addition, the Town has been collecting an additional one percent Transient Occupancy Tax that has been dedicated to transit services.

The Town has also completed an expansion of Town's maintenance shop to provide for proper maintenance of Town equipment designated to maintain streets and snow removal level of service required by Town policy. The additional space will allow for welding space with ventilation equipment in compliance with OSHA requirements.

#### **Airport Operations:**

The Town owns and operates Mammoth Yosemite Airport (Runway 9-27), which had been operating as general aviation status since commercial air service was terminated in the 1990's. The Town has been working with the Federal Aviation Administration, local businesses, and commercial airlines to obtain commercial service back to the community for many years. This year Runway 9-27 was rehabilitated and a 5,000 square foot terminal building was completed to service passengers for commercial air service. Seasonal commercial air service began December 2008 and will continue through April 2009. The Town and local businesses are working to expand commercial air service year round and add additional flights in future years.

#### **Pedestrian Improvements in Commercial Areas:**

In 2008 the Town completed a sidewalk on the north side of Main Street (Highway 203) between from Old Mammoth Road to the existing sidewalk at Laurel Mountain Road. This project fills the gap for pedestrians and bicyclists in that area. In addition, sidewalk and bike lanes construction began on the south side of Main Street from Manzanita to Callahan Way. This project will be completed in 2009.

During 2008, design was underway for the lower Canyon Boulevard rehabilitation project that includes street improvements and sidewalks

between Forest Trail and Lake Mary Road. Preliminary design work was done for the North Main Street Frontage improvements between Forest Trail and the Post Office. The Meridian Boulevard is another project that has started the design process and includes sidewalks from Sierra Park Road to Majestic Pines Drive.

In addition, the Town is working with Caltrans – District 9 on right of way studies and sidewalk alignments for Minaret Road and Main Street/State Route 203. The Town is also working on a grant application for a Transportation Demand Management (TDM) Plan to better coordinate transit and transportation with land use. This grant is funded by Caltrans.

#### **Transportation Grant Applications:**

In 2008, the Town applied for numerous grants from the State and Federal Government. This year Grants were received from the Sierra Nevada Conservancy for trails planning, the Safe Routes To School program for sidewalk construction, airport runway rehabilitation, new airport automated weather station, and airport operational equipment including snow blowers, snow plow truck and equipment for commercial air service.

#### **Environmental Review:**

In conjunction with current planning application requests and project developments, numerous Categorical Exemptions were filed, two Negative Declarations/Mitigated Negative Declarations (DZA 2008-02 and Holiday Haus) were filed/adopted, and one EIR addendum (Storied Places Master Plan revisions) was filed/certified. In 2008, the Planning Commission recommended to the Town Council certification of the Clearwater Specific Plan EIR.

Also, one single-family home in the Bluffs was studied and found to conform to the Bluffs EIR (King Residence). The Town is continuing work on three Environmental Impact Reports (EIRs) (Sherwin, Snowcreek VIII, and Mammoth Crossing). The environmental review for other projects have been placed on hold by the respective applicants, including the Sierra Star 7B project, Sierra Star Master Plan EIR, and Hidden Creek Crossing EIR.

#### **Planning Application Requests**

**General Plan Amendments:** There was no General Plan Amendment filed in 2008.

**District Zoning Amendments:** There were two District Zoning Amendments filed in 2008.

**DZA 2008-01:** This amendment was filed by Minaret Investments, L.P. to amend the North Village Specific Plan to complete the Implementation Agreement that transferred density from the Snowcreek Athletic Club site to a parcel within the North Village Specific Plan. This DZA was approved by

the Town Council on May 21, 2008.

DZA 2008-02: This amendment was filed by Pete Mokler on behalf of John Vereuck to change the zoning of a property on Chateau Road from Commercial Lodging (CL) to Commercial General (CG). The Town Council approved this request on December 17, 2008.

**Zoning Code Amendments:** There were three Zoning Code (Text) Amendments filed in 2008.

ZCA 2008-01: The amendment was initiated by the Town of Mammoth Lakes to clarify the definition of lot area in the Zoning Ordinance. This was approved by Town Council on July 16, 2008.

ZCA 2008-02: This amendment was initiated by the Town of Mammoth Lakes to revise the Zoning Code provisions related to residential half units of density. This was approved by Town Council on August 20, 2008.

ZCA 2008-04: This amendment was filed by Mammoth Land Development Group, LLC, to revise Zoning Ordinance provisions related to the Shady Rest Tract and Affordable Housing Overlay Zone. This application has been placed on hold by the applicant.

**Use Permit Applications:** There were two Use Permit Applications filed in 2008.

UPA 2008-01: This application was initiated by Mammoth Bridges Development Company, LLC to amend Use Permit 2005-03 to change the Altis project from fractional ownership to whole ownership, eliminate the manager's unit (required for fractional projects), and reduce the size of the amenity building. The Planning Commission approved this application on February 13, 2008.

UPA 2008-02: This application was initiated by Craig Knight for a project including 18 free standing small homes on Rainbow Lane. This application has been placed on hold by the applicant.

**Variance Applications:** There were no Variance Application requests filed in 2008.

**Administrative Permits:** There were five Administrative Permits filed in 2008.

AP 2008-01: This application was initiated by Craig Tapley for the Lighthouse at Mammoth to operate as a church use at 501 Old Mammoth Road. This request was approved on December 16, 2008.

AP Minor 2008-01: This application was filed by Brian Chen to allow the operation of a Quizno's restaurant at 436 Old Mammoth Road. This application was approved on April 14, 2008.

AP Major 2008-01: This application was initiated by Elliott Brainard for property owners David and Diana Hines to allow for a model home building permit in accordance with Final Parcel Map 36-225. This was approved on August 1, 2008.

AP Minor 2008-02: This application was initiated by White Rock



Construction, Inc to allow the staging of construction material and equipment on vacant land located at 3789 Main Street for the Main Street south Frontage Road rehabilitation project. This was approved on June 23, 2008.

AP Minor 2008-03: This application was initiated by Holguin, Fahan & Associates to allow temporary placement of a marine container to house remediation equipment and two propane tanks for soil and groundwater remediation at 3280 Main Street. This was approved by the Community Development Department on September 8, 2008.

**Lot Line Adjustments:** There was one Lot Line Adjustment application filed in 2008.

LLA 2008-01: This application was filed by the Plum Mammoth Lakes Family Limited Partnership and the Plum Family Limited Partnership to adjust lot lines between three parcels at the end of Tamarack Street. Staff is continuing to work with the Applicant on this application.

**Tentative Parcel Maps:** There was one application request for a Tentative Parcel Map in 2008.

TPM 2008-001: This application was initiated by James Smith (Intrastar Mammoth Sierra Star Subsidiary I., LLC) to allow the division of one Resort zoned lot into four individual lots. This project was approved by the Planning Commission on August 27, 2008.

**Tentative Tract Maps:** There were four application requests for Tentative Tract Map approvals or extensions in 2008.

TTM 2008-001: See Use Permit 2008-02.

TTM 36-227 (Time Extension Request 2008-01): This application was filed by E. Ward Jones for a one year extension of the Golden Eagle Villas Tentative Tract Map. This application was approved by Planning Commission on April 9, 2008.

TTM 36-242 (Time Extension Request 2008-02): This application was filed for the Sierra Star Bungalows project; however, since Senate Bill 1185 was passed that automatically granted a one year extension to all tentative maps, this application was not processed.

TTM 36-234 (Time Extension Request 2008-03): This application was filed for the South Hotel project; however, since Senate Bill 1185 was passed that automatically granted a one year extension to all tentative maps, this application was not processed.

**Sign Review Permits:** There were approximately thirty-one application requests for various sign permits and master sign plans submitted during 2008.

**Business License Registrations:** There were a total of 250 business license registrations reviewed and approved in 2008. All registrations were routed through the planning department for review and approval. Of the total

registrations, 190 listed business locations are within the Town of Mammoth Lakes.

**Tree Removal Permits:** There were approximately 79 tree removal permit requests submitted for the Town's review. Approximately 225 trees were approved for removal in 2008. Some of these tree removal permits were requests based on recommendations from the Mammoth Lakes Fire Protection District to provide defensible space around residences and other structures.

**Building Permit Planchecks:** There were 822 building permit planchecks reviewed during 2008. Of these planchecks reviewed, four were for single-family dwelling units (see Attachment 1, "Annual Element Progress Report – Housing Element Implementation" Table A2 for more information).

**Code Compliance:** During 2008, there were multiple Code Compliance citations issued, mostly for garbage violations. Various Code Compliance warning notices were also issued, many related to illegal signage and exterior lighting.

**Website:**

Municipal (Zoning) Code and General Plan information, including district planning information, with download availability can be located at the Town of Mammoth Lakes website at: [www.ci.mammoth-lakes.ca.us](http://www.ci.mammoth-lakes.ca.us). Active planning projects information such as proposed plans and CEQA documents are available on the Town's website. In addition, all Planning Commission and Town Council agenda packets and minutes are posted on the Town's website.

**Attachment 1:** Annual Element Progress Report – Housing Element Implementation

# ANNUAL ELEMENT PROGRESS REPORT

## Housing Element Implementation

(CCR Title 25 §6202 )

Jurisdiction Mammoth Lakes, CA  
Reporting Period 1-Jan-08 - 31-Dec-08

Table A  
Annual Building Activity Report  
Very Low-, Low-, and Moderate-Income Units and Mixed-Income Multifamily Projects

Housing Development Information							Housing with Financial Assistance and/or Deed Restrictions	Housing without Financial Assistance or Deed Restrictions		
1	2	3	4				5	6	7	8
Project Identifier (may be APN No., project name or address)	Unit Category	Tenure R=Renter O=Owner	Affordability by Household Incomes				Total Units per Project	Assistance Programs for Each Development	Deed Restricted Units	Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.
			Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income		See Instructions	See Instructions	
Manzanita	5+	R	3	11			14	HOME, Housing Bonds, and tax credits	14	
(9) Total of Above Moderate from Table A2							4			
(10) Total by income units (Field 5) Table A							18			

**ANNUAL ELEMENT PROGRESS REPORT**  
***Housing Element Implementation***  
(CCR Title 25 §6202 )

Jurisdiction Mammoth Lakes, CA  
Reporting Period 1-Jan-08 - 31-Dec-08

Table A2

**Annual building Activity Report Summary for Above Moderate-Income Units**  
(not including those units reported on Table A)

	Single Family	2 - 4 Units	5+ Units	Second Unit	Mobile Homes	Total
No. of Units Permitted for Above Moderate	4					4

# ANNUAL ELEMENT PROGRESS REPORT

## Housing Element Implementation

(CCR Title 25 §6202 )

Jurisdiction Mammoth Lakes, CA  
Reporting Period 1-Jan-08 - 31-Dec-08

**Table B**  
**Regional Housing Needs Allocation Progress**  
**Permitted Units Issued by Affordability**

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.		7/1/06 - 12/31/06*	2007	2008	2009	2010	2011	2012	2013	2014	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level	RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9		
	Deed Restricted Non-deed restricted											
Very Low	Deed		9	3							12	48
	Restricted Non-deed restricted											
Low	Deed	4	57	11							72	-19
	Restricted Non-deed restricted											
Moderate	Deed	16									16	53
	Restricted Non-deed restricted											
Above Moderate		114	20								20	94
Total RHNA by COG.		296										
Enter allocation number:												
Total Units		40	66	14							120	176
Remaining Need for RHNA Period												

\* 6 moderate and 16 above moderate income units identified in Year 1 were not sold in an allocated timeframe and reverted to market rate (San Joaquin Villas).

# ANNUAL ELEMENT PROGRESS REPORT

## *Housing Element Implementation*

(CCR Title 25 §6202 )

Jurisdiction Mammoth Lakes, CA

Reporting Period 1-Jan-08 - 31-Dec-08

Table C  
Program Implementation Status

Program Description (By Housing Element Program Names)	Housing Programs Progress Report - Government Code Section 65583. Describe progress of all programs including progress in removing regulatory barriers as identified in Housing Element .		
Name of Program	Objective	Deadline in H.E.	Status of Program Implementation
Program 1	A minimum of 60 new units of very low-income housing, 53 units of low-income housing, and 69 units of moderate income housing.	1-Dec-08	See Table B.
Program 2	The Town shall review affordability levels, incomes, and market housing rates and may choose to pursue additional density bonus provisions on a case-by-case basis for projects offering deed restricted units above 120 percent AMI.	On-going	Successfully implemented through State of California Density Bonus Law and 2007 General Plan and Zoning Code, which allow up to a double density bonus for qualifying projects.

# ANNUAL ELEMENT PROGRESS REPORT

## *Housing Element Implementation*

(CCR Title 25 §6202 )

Jurisdiction		Mammoth Lakes, CA	
Reporting Period		1-Jan-08 -	31-Dec-08
Program 3	Research and review off-site density transfer provisions and the transfer of development rights as tools to encourage affordable housing development, and choose whether or not to pursue to increase density for appropriate properties.	1-Dec-08	Implemented through the 2007 General Plan, which includes policies that allow density transfers within district, master and specific plans to enhance General Plan goals and policies.
Program 4	Partner with private developers to facilitate the acquisition and development of workforce housing at appropriate affordability levels through economic support and regulatory concessions.	On-going	Successfully achieved. The Town and Mammoth Lakes Housing continue to work with private developers to obtain land, collect in-lieu fees, and assist with project design to provide for workforce housing units.
Program 5	Bi-annually review the Inclusionary Zoning and Linkage Fee regulations to ensure they accurately reflect the costs associated with building and providing affordable housing, and revise as necessary.	Bi-annually (2005 and 2007)	Formula created and reviewed by the Town and Mammoth Lakes Housing each year.
Program 6	The Town shall develop and/or support through partnership, home buyer assistance programs.	2004	Successfully achieved. The Town in partnership with Mammoth Lakes Housing have provided \$2,682,411 in homebuyer assistance with the Town of Mammoth Lakes since May of 2006.
Program 7	The Town shall develop and/or support through partnership, a rental acquisition and/or rehabilitation program. .	1-Dec-08	The Town through Mammoth Lakes Housing has attempted grant application for acquisition/rehabilitation. These attempts are ongoing.

# ANNUAL ELEMENT PROGRESS REPORT

## *Housing Element Implementation*

(CCR Title 25 §6202 )

**Jurisdiction** Mammoth Lakes, CA

**Reporting Period** 1-Jan-08 - 31-Dec-08

Program 8	Continue to review site design to assure maximum efficiency including building placement and orientation to maximize passive solar heat, snow removal, and circulation.	On-going	Successfully achieved. The planning and engineering review of development project includes an analysis of solar access, shade/shadow, energy efficient design, snow storage, and circulation.
Program 9	The Town shall continue to work with local utility companies, and other area partners offering home weatherization programs.	On-going	The Town routes all development plans to Southern California Edison for review. The Town's Planning Application form refers applicants to energy savings groups such as High Sierra Energy Foundation. IMACA provides wx program for income qual households
Program 10	The Town shall develop and/or support, through partnership, the acquisition and/or rehabilitation of condominiums to be resold or rented to Mammoth's resident work force.	1-Dec-08	Successfully achieved. Some existing units have been rehabilitated and rented or sold to meet Affordable Housing Mitigation Requirements for private development projects.



# ANNUAL ELEMENT PROGRESS REPORT

## *Housing Element Implementation*

(CCR Title 25 §6202 )

Jurisdiction	Mammoth Lakes, CA	
Reporting Period	1-Jan-08 -	31-Dec-08
Program 11		<p>The Town shall identify neighborhoods needing concentrated housing rehabilitation assistance and public facility improvements.</p> <p>1-Dec-08</p> <p>In 2007, the Town identified the Sierra Valley Sites, a high density residential area, as needing storm drain infrastructure improvements. The Town's Sidewalk and Bikeway Master Plans also identify needed infrastructure improvements.</p>
Program 12		<p>The Town shall continue to allow existing, non-conforming residential uses, and will allow for the rehabilitation of those units, rather than conversion.</p> <p>On-going</p> <p>Achieved successfully. The Town Zoning Code continues to allow nonconforming residential uses to be maintained.</p>
Program 13		<p>The Town shall promote equal housing for all persons regardless of race, religion, sex, marital status, ancestry, national origin, color, familial status or disability.</p> <p>On-going</p> <p>All workforce housing is a provider of equal housing opportunities.</p>

